

Client Billing Dispute Resolution

Date: [Insert Date]

To: [Billing Department/Contact Name]

Company Name: [Company Name]

Address: [Company Address]

City, State, Zip: [City, State, Zip]

Dear [Billing Department/Contact Name],

I hope this message finds you well. I am writing to formally dispute an issue regarding my recent billing statement dated [Insert Date of Billing Statement]. I have noticed discrepancies related to the billing timeline that I would like to address.

Specifically, I would like to bring to your attention the following points:

- Invoice Number: [Insert Invoice Number]
- Disputed Amount: [Insert Amount]
- Details of Discrepancy: [Provide a brief description of the issue]

In light of the above, I kindly request the following:

- A detailed explanation regarding the billing timeline discrepancies.
- A resolution or adjustment to the disputed amount.

I appreciate your prompt attention to this matter, and I look forward to your response within [Insert Time Frame for Response, e.g., 14 business days]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need further information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip]

[Your Account Number]